

**Advertisement for Proposals
Real Estate Purchasing Agent
City of Greensboro, NC**

The City of Greensboro's Department of Housing and Community Development requests competitive proposals for services for the acquisition of foreclosed and/or blighted residential property under the Neighborhood Stabilization Program. Such services are to include: coordination with City staff, negotiation for property acquisition, appraisals, title searches, housing inspections, closing arrangements, property insurance, property management, and disposition at direction of City staff. Fee simple ownership required. Funding is on a reimbursement basis only. All acquisitions and dispositions are subject to federal program requirements outlined in the Neighborhood Stabilization Program, approved under the Housing and Economic Recovery Act of 2008 and any program documents or amendments as published by the Department of Housing and Urban Development, or as further defined by the NC Department of Commerce, Division of Community Assistance.

Scope of project is expected to include acquisition and temporary ownership of up to 20 residential properties. Application information can be found on the departmental website at <http://www.greensboro-nc.gov/departments/hcd/>. Certified HUB/DBE's (Historically Underutilized Business/Disadvantaged Business Enterprise) are encouraged to apply. Prime contractors for this proposal will be required to utilize Good Faith Efforts to achieve M/WBE participation in procurement for materials, services, construction and repair work articles per the city's M/WBE Plan and follow relevant federal requirements for procurement and hiring. **Application deadline is 4:00pm, November 6, 2009.** Disclosure of any related business interests or conflicts of interest is required. Strong preferences for prior federally funded property acquisition experience and local management presence. Other evaluation factors are outlined in the application documents. Questions about the RFP may be directed to: Cynthia Blue, Housing Planner, Department of Housing and Community Development, 336-433-7376 or cynthia.blue@greensboro-nc.gov. The City reserves the right to choose the responsible firm whose proposal is most advantageous to the program.

Threshold Conditions:

1. Applicant must be a for profit or 501(c)(3) non-profit land development or real estate related organization, not an individual.
2. Applicant must have built and sold at least one home in the past three years, OR completed substantial rehabilitation (costs of at least \$40,000 or \$38/sq.ft.) on an least one home in the past three years, OR demonstrate 5 or more years of successful staff experience & expertise in the role of real estate acquisition and development.
3. Applicant must be in control of a minimum of \$300,000 in acquisition financing. May be either a commitment letter from a lender or copies of bank statements evidencing the availability of funds specifically designated for this project.
4. Applicant must hold a City of Greensboro business privilege license, as required.

Application Submittal:

All responses to this request for proposals should be delivered unbound in an 8 ½ x 11" format and delivered to Linda Kirkman at the Department of Housing and Community Development, 3rd floor, Room 315, Melvin Municipal Office Building, 300 W. Washington Street, Greensboro, NC or mailed to PO Box 3136 Greensboro, NC 27402-3136. Proposals should be placed in a manila envelope with the words "NSP Purchasing Agent RFP" written on the outside of the envelope. The City will not consider proposals that are mailed and do not arrive prior to the proposal deadline.

Application Documents:

1. Cover Letter – include proposal summary statement, availability to begin project, and primary business contact information. Letter should be signed by an agent who is legally authorized to enter into a contract on behalf of the entity.
2. Entity Eligibility – provide a copy of for profit annual report filing, or non-profit Articles of Incorporation, IRS 501(c)(3) determination letter, and current list of Board Members.
3. Statement of entity experience sufficient to meet the required threshold experience level and a summary of qualifications and experience of key staff. Please detail agency or staff experience with federal requirements regarding acquisition and disposition of property with federal funds, rehabilitation cost estimating, and property management. Provide locations of offices and key staff. Clearly identify experience relevant to the evaluation criteria. Identify any relevant certifications or licenses.
4. Evidence of Committed Funds – may be either a commitment letter from a lender with a term sufficient to cover the anticipated 12 months of the contract, or copies of bank statements evidencing the availability of funds specifically designated for this project.
5. Signed, current financial statement that includes assets, liabilities, and net worth.
6. Disclosure of financial defaults to include:
 - a. Current financial default of more than sixty days duration
 - b. Mortgage assignment or workout arrangement
 - c. Foreclosure
 - d. Bankruptcy
 - e. Litigation relating to financing or construction of a project, which is pending or which was adjusted with a finding of liability against the builder, including mechanic's and materialmen's lien litigation.
 - f. Real estate tax delinquencies (past two years).
 - g. Explanation for any projects in the past five years not completed within budget.
7. Disclosure of related business entities or conflicts of interest.
8. City of Greensboro business privilege license, as required.
9. Certificate of Insurance reflecting General Liability (minimum \$1,000,000 per occurrence) and Workers Compensation (as required by statute) coverage. Selected vendor will be required to provide a certificate with the City named as an additional insured.
10. Sample budget and fee for services – Identify any services to be procured and list those separately from the agency service fees. Selected contractor will be required to follow City M/WBE and federal policies for procurement of goods and services. Detail agency service fees for acquisition and disposition on a per unit basis, and contract management on a per month basis.
11. Audit and Monitoring Requirements – Signed statement that, if selected, Purchasing Agent will comply with all City auditing and monitoring requirements as well as federal requirements related to the Neighborhood Stabilization Program.
12. References – Provide a minimum of two references for work that is similar or relevant to the Purchasing Agent role.

Evaluation Criteria:

Proposals will be judged on the basis of completeness and conformance with identified project objectives. Awards will be made to the responsible firm whose proposal is most advantageous to the program, with price and other factors outlined below considered.

Qualifications	Weighting Factors
Real Estate Knowledge including experience with Property Acquisition and Disposition	10
Experience with Federal Requirements regarding Acquisition and Disposition of Property	10
Experience with Rehabilitation Cost Estimating	5
Experience with Property Management	5
Local Management Presence	10
Staff Capacity	5
Availability	5
Financial Capacity	10
Price	10

Timeframe:

Time is of the essence in the acquisition process and disposition. The City of Greensboro is under contract with the NC Department of Commerce, Division of Community Assistance to obligate all funds allocated to this program by July 1, 2010.

Amendments:

The City of Greensboro reserves the right to amend the parameters and scope of the project in order to address any unforeseen circumstances and to expedite the obligation of Neighborhood Stabilization Program funds.